

ENGINEERING DIRECTIVES AND STANDARDS

Volume : III

Revision Date : 08/23/2000

Chapter : 1

Subject : **DEVELOPMENT OF A TRAFFIC CONTROL PLAN**

Section : 1

Directive : 23

1. **PURPOSE.** The purpose of this directive is to provide guidance in establishing and implementing a Traffic Control Plan for safely controlling traffic through construction projects and other work zones.
2. **SCOPE.** This directive outlines the basic development and implementation requirements of a Traffic Control Plan and is applicable to all projects.
3. **POLICY.** It will be the policy of the DOTD to develop and implement procedures consistent with the MUTCD and Standard Plans for safely controlling traffic through construction projects and other work zones. When the MUTCD and Standard Plans are not applicable, special provisions will be developed during the project planning and design stages.

- A. **Development of a Traffic Control Plan.** During the planning and design stages a Traffic Control Plan will be developed for all projects. As a minimum, the Traffic Control Plan will consist of a detailed line diagram; more complex projects will require a more detailed plan designed especially for the specific project. This Traffic Control Plan will be referenced, as applicable, to the MUTCD, Standard Plans, and/or special provisions.

Plan Sheets pertaining to the sequence of construction and handling of traffic will be included in the plan-in-hand prints as appropriate. The plan-in-hand party will determine the adequacy of these plans with reference to existing field conditions and traffic pattern.

After a project is let, the contractor may submit his own Traffic Control Plan, but any deviation from plans or specifications must be approved by plan change.

- B. **Implementation.** It shall be the responsibility of the Project Engineer to assure that the Traffic Control Plan is effectively administered, in accordance with the following:
 - (1) Location of each sign and/or barricade as originally erected, including date of erection, station number, side centerline, etc. will be entered in detail in the project diary.
 - (2) A daily statement concerning signs and barricades will be entered in the project diary. This statement should include notations about any knockdowns or deficiencies, when the contractor was notified to correct such, and any other applicable information. Notation should be made as to time and date knockdown or deficiency was corrected.
 - (3) Project personnel shall exercise surveillance over traffic operations and report any areas which appear to be causing problems. Should additions or alterations to the Traffic Control Plan appear necessary, the District Traffic Operations Engineer shall be consulted. These changes, when implemented shall be noted in the project diary.
 - (4) Signing, barricades, and warning lights should be noted at points of hazard within a project in sufficient detail to adequately describe the condition, without relying on memory.
 - (5) A complete report should be made in the project diary concerning all conditions before and after an accident. The District Safety Inspector shall be called when serious accidents occur. He will take photographs and prepare a report separate from that of the project personnel.

- (6) A complete report will be made in the project diary of the dates when striping and permanent signing is accomplished, the nature and location of the striping or permanent signs, and date or dates upon which signs installed by the contractor are removed.

In addition to the above, the Project Manager will notify the contractor's project superintendent when deficiencies are discovered, and will require that corrections be made immediately. If no action is taken, the Project Engineer should notify the contractor's home office, in writing, advising as to the importance of the matter.

Should the situation be of a critical nature, where safety is compromised, and the contractor will not or cannot promptly respond, the Project Engineer will notify the District Administrator. The District Administrator will determine, to his satisfaction, that an emergency situation exists and will enter upon the project with Department personnel and equipment and place signs, barricade,, lights and any other device (including flagmen) which are considered necessary to correct the hazardous conditions. All costs for this work will be recorded and will be deducted from subsequent estimate or estimates.

- C. **In-Depth Inspection.** An in-depth inspection will be made periodically on all construction projects to assure compliance with the Traffic Control Plan. This inspection will be conducted by personnel from the office of the Structural/Marine Fabrication Engineer. He will be accompanied by the Project Engineer. The Contractor and, if applicable, the Federal Highway Administration will be advised of the inspection. A detailed report will be made on each project inspected, assessing the effectiveness of the Traffic Control Plan and noting any deficiencies. A copy of this report will be distributed to the Chief of the Construction Division, the District Construction Engineer, the Project Engineer, and the Federal Highway Administration (when applicable). It will be the responsibility of the Project Engineer to have deficiencies promptly corrected and to inform the Chief of the Construction Division of all corrective actions taken.
- D. **Pay Items.** The contract will contain pay items applicable to the Traffic Control Plan being used.
- E. **Training.** The supervisors of all persons in charge of design, development and implementation of the Traffic Control Plan will be responsible for assuring that their people have received adequate training. It shall be the responsibility of the Project Engineer to assure that all personnel under his supervision associated with traffic control duties have completed the training course in traffic Control offered by the Department. Whenever possible, they are also to attend any additional workshops or courses in traffic control.
- F. **Materials.** All signing materials, barricades, warning lights and other devices shall be sampled and tested in accordance with the Materials Sampling Manual and the project specifications. Deteriorations due to latent fabrication problems, mishandling or aging shall be cause for rejection by the Project Engineer. It shall also be the Project Engineer's responsibility to periodically evaluate the reflective and message quality of all signs to determine if they adequately perform in accordance with the specifications.
4. **OTHER ISSUANCES AFFECTED.** This directive supersedes EDSM III. 1.1.23 dated April, 1987. All directives, memoranda or instructions previously issued in conflict with this directive are hereby rescinded.
5. **EFFECTIVE DATE.** This directive will become effective immediately upon receipt.

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